

**MUNICIPAL COURT OF COLUMBUS**  
**P. O. BOX 1340**  
**COLUMBUS, GEORGIA 31902**  
**(706) 653-4378**

**YOU MUST HAVE A JUDGMENT / FIFA AGAINST SOMEONE BEFORE YOU CAN FILE A GARNISHMENT**  
**TWO BASIC TYPES OF GARNISHMENTS FILED IN MUNICIPAL COURT**

**1) CONTINUING GARNISHMENT**

A. This garnishment is used solely for garnishing wages and requires the garnishee (employer) to make regular answers or payments every 30 days into the court after the date of service. The monies/payments are held in the court for 15 days, before it's disbursed to the plaintiff.

B. To garnish a person's wages, their disposable earnings (take home pay) must be **\$217.50 per pay period** (which is 30 times the minimum wage). The court will receive **25%** of the defendant's disposable earnings during the life of the garnishment which is approximately **seven (7) months or 195 days**. If you do not receive the full amount during that time, you will have to file another garnishment for the balance.

C. The plaintiff is responsible for providing the correct information to serve the defendant and garnishee. The Marshal's Office can only serve papers within Muscogee County that are filed in Municipal Court. If the defendant and/or garnishee have to be served out of county/state the plaintiff may serve them by **certified mail**, by a **law enforcement officer in that county**, or by a **process server**. Proof of service must be filed within the court with the signed green card, certificate of service or unclaimed envelope (if mail is refused). Please make sure the case number is on the service paper when filed with the courts.

**FORMS NEEDED FOR CONTINUING GARNISHMENT:**

- 1 – Affidavit of Continuing Garnishment
- 2 – Summons of Continuing Garnishment
- 7 – Answer of Continuing Garnishment
- 1 – Copy of Judgment / FIFA
- 2 – Notice to Defendant of Right Against Garnishment

**2) SUMMONS OF GARNISHMENT**

This garnishment is used primarily for garnishing a bank account or other financial institution. The basic requirements are the same as the continuing garnishment but only one answer is required by the garnishee (banks). If you have more than one garnishee (banks) you will need additional summons and additional fees will apply.

**FORMS NEEDED FOR SUMMONS OF GARNISHMENT:**

- 1 – Affidavit of Garnishment
- 2 – Summons of Garnishment on a Financial Institution
- 1 – Answer of Financial Garnishment
- 1 – Copy of Judgment / FIFA
- 2 – Notice to Defendant of Right Against Garnishment

In response to a September 2015 decision in the United States District Court for the Northern District of Georgia in a case styled Strickland v. Alexander, this Court has issued the attached standing order. Please read the order. It is particularly important if you are the Plaintiff in a garnishment action in which the garnishment is targeting funds held by a financial institution for an individual (non-corporate defendant).

**THE COURT CLERKS CANNOT GIVE YOU LEGAL ADVICE:** If you need help filling out the forms or if you have procedural questions, the clerk can help you. If you have a question on anything else, you must consult an attorney.

**THIS HANDOUT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED AS LEGAL ADVICE NOR DOES IT COVER ALL POSSIBILITIES.**